

July 2000 Questions And Answers

Reviewability 07-00-01

SITUATION: May review with a pull date of June 2. The sampled allotment was issued and canceled on April 24. A new allotment for May was issued on April 27.

QUESTION:

Since the sampled allotment was not issued, do we review the second (April 27) allotment?

ANSWER: Per FNS Handbook 310 Section 233 B., the April 27 allotment would be reviewed against because it was a change in the allotment (certification action) that was authorized before the day on which the case was sampled.

Self Employment Income 07-00-02

SITUATION: The self-employed household operates a cleaning service. The household charges \$11 per hour, \$3 of which goes to the agency that provides the referrals.

QUESTION: Do we use the gross of \$11 per hour or the net of \$8 per hour when calculating the household's income?

ANSWER: Per Ernie Villalobos, FS Bureau, count the \$11 per hour as gross income and allow the \$3 per hour as a self-employment business expense. Documentation: In Class 311 Comments, indicate that the budgeting of this income is based upon this inquiry and response. If possible, obtain verification from the household and the agency showing the expense, if the pay stubs do not already show this deduction.

Unearned Income 07-00-03

SITUATION: The household consists of two CalWORKs Assistance Units. The adult FS household member in the second AU moved out of the residence in December but the household failed to report this to the county. The adult member returned to the residence each month to pick up the CalWORKs check for that AU. The adult and the household have both provided statements stating that the check was picked up by the adult.

QUESTION: Can we exclude this second check because it was inaccessible to the household when doing the budget computation?

ANSWER: Per M.S. 63-502.2(b), monies received and used for the care and maintenance of a third-party beneficiary who is not a household member are excluded as income to the household. Since the adult left the home, she is no longer a member of the household and the check she took was for her care and maintenance, so it can be excluded. Documentation: Include and cross reference the statements from the absent adult and the household verifying that the household did not receive the check in Class 344. Obtain, attach, and reference in your narrative county documentation showing that the warrant was cashed by a person who is no longer in the household.

Utility Expense 07-00-04

SITUATION: The household moved into our county and reported at intake (but did not verify) that it has utility expenses. County policy is that verification of shelter/utility expenses is not routinely required. QC verified these costs at the home visit.

QUESTION: Do we allow the SUA? Does the fact that there was no Notice of Action provided to the household concerning the provision of verifications matter?

ANSWER: The lack of a Notice of Action is not a factor in this case. Since the county's policy is to not routinely verify these costs, the intake worker should have allowed the SUA without verification (unless questionable) when the household reported it has these expenses. As QC verified these expenses at the home visit, the SUA would be allowed. (FNS Handbook 310 Section 1160.3.) Documentation: Indicate in the Comments for Class 364 that the county's policy is not to routinely verify so the deduction should have been allowed once the household indicated it has these expenses.

Shelter Deduction 07-00-05

SITUATION:
County policy is to not routinely verify.

QUESTION: What shelter amounts are allowed when (1) the household reports \$400 per month rent at certification/recertification, no action taken by the EW, no cost allowed; (2) the household reports \$400 per month rent at recertification, the EW used this amount, and QC discovers the client failed to report a rent increase to \$500 per month (no move); and (3) the household reported \$600 per month rent at recert, the county used this amount, and QC verified the household lied and the actual rent was \$500 per month?

ANSWER: (1. \$400 because the county has decided to accept the reported unverified amount. (2) \$400 because the household had not moved and the

change was not reported; see the second example in FNS Handbook 310 Section 1161.2. (3) \$500 based upon the verified amount; client-caused error.

Fingerprint Imaging 07-00-06

QUESTION: Will QC review to whether or not the requirements related to fingerprint imaging have been complied with as of the review date?

ANSWER: No. Per FNS, this is not part of the QC review.

Receipt of Income

SITUATION:

Household member has a part-time job and a full-time job. When she works the part-time job, she picks up her paycheck for the prior work for this employer. Thus, there is no connection between the listed pay date/period and the date she actually gets the check.

QUESTION:

Is the income budgeted according to the pay date or the date she picks up the check?

ANSWER:

Per FNS on August 21st, the income is budgeted upon the pay date.